



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Information Systems Analyst (Specialist)
Associate Information Systems Analyst (Specialist)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$5065 - \$6466 Staff ISA (Sp)
\$4619 - \$5897 Asso ISA (Sp)

DUTIES:

Under the general direction of the Systems Software Specialist II (Technical), this full journey level position has a lead technical role. The incumbent has responsibility for the analysis, design, implementation, testing, deployment, support, maintenance and administration of complex IT systems. The incumbent is responsible for managing deployment services and infrastructure management services and for supporting end-user workstations. The incumbent will maintain systems and operational documentation, demonstrate technical competencies and be familiar with technical concepts, best practices and methods. The duties will be modified to be consistent with the classification of the selected candidate.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Leading or facilitating setting operating system build standards; planning and coordinating rollouts and developing solutions to operational problems.
- Deploying software, patches, service packs and firmware to servers and workstations.
- Maintaining an asset inventory and supporting a "lights out" data center.
- Establish hardware, firmware and configuration standards; advanced problem determination and troubleshooting hardware and software issues, as well as, updating trouble tickets and service requests.
- Assist team members in the operations and support of other areas such as, directory services, network services, file and print services, backup and recovery services, messaging services, and web application services.
- Identify and evaluate emerging information technology products and services that could be productively used by the agency.
- Provide written and verbal communications in the form of status reports, time estimates, problem evaluation, summaries, etc. to management.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to learn quickly
- Ability to work in a team environment
- Ability to work on multiple concurrent projects or problems
- Experience with imaging solutions such as, Ghost or Altiris
- Good work habits and dependability
- Proficient with tools such as, WinPE, RIS, PXE, and SysPrep
- Willingness to learn new technologies

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Information Systems Analyst (Specialist) or Associate Information Systems Analyst (Specialist).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-740-1312-004" or "820-740-1470-xxx" next to the classification on your application/resume, i.e., Staff Information Systems Analyst (Specialist) (820-740-1312-004) or Associate Information Systems Analyst (Specialist) (820-740-1470-xxx).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

